



JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: JIT568179

FOR:

JIT LABORATORY, CHEMICALS AND CRITICAL ENVIRONMENT PRODUCTS

PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:

Date: **August 29, 2003**

Pacific Local Time: **3:00 p.m.**

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

Name:	Linda J. Clifton	Mail Stop:	241-211
Title:	JPL Subcontract Manager	Phone:	818 393-4402
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California Institute of Technology
Jet Propulsion Laboratory
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Date of Issuance: TBD

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1. Request for Proposal

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2. Attachments to the Solicitation, See form JPL 2839 for a list of Attachments

This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. Both A and B Attachments can be found through the electronic address identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

3. Specimen Contract, Dated TBD



GENERAL INSTRUCTIONS

1.0 PROPOSAL REQUIREMENT

The effort to be performed will be in accordance with the Specimen Contract; if you choose to submit more than one proposal for this effort, each proposal must be independently complete and under separate cover.

2.0 PACKAGING AND SUBMITTING YOUR PROPOSAL

2.1 Organization and Format.

- 2.1.1 Your proposal, which should be organized as closely as practicable to the format and sequence indicated in these proposal instructions, must be submitted as outlined below. Technical, management and cost information **MUST** be submitted within its respective volume. Any information not pertaining to a particular volume will be excluded from evaluation (e.g. management information included in the cost volume will not be evaluated etc.).

<u>Volume No./Title</u>	<u>Number of Copies</u>
Volume I - Technical/Management	8
Volume II - Price/Cost	8

Please submit your proposal on 8-1/2" x 11" paper, typed with font size no smaller than 10 point character height and double-spaced. Organize your proposal as closely to the RFP format as possible.

- 2.1.2 Unnecessarily elaborate brochures or presentation layouts, other than those sufficient to present a complete and effective proposal, are not desired. Except when specifically requested, mockups, models, samples, hardware or software of any kind must not be furnished and will not be considered.

- 2.1.3 JPL reserves the right to retain all proposal information submitted in response to this RFP.

2.2 Address and Identification.

To help ensure timely receipt and processing of your proposal, please affix a yellow adhesive label to the envelope/container containing the complete original copy of your proposal. (NOTE: The yellow label is JPL's notification that the package you send is a proposal.) In case the mailing label is lost, address your proposal on a similar yellow label containing JPL's address, the name of the individual designated on the cover page of this RFP (including the mail stop) and the RFP number. All proposal envelopes/containers must be identified with the RFP number that appears on the RFP cover page.

2.3 Hand Carried Proposals.

Hand-carried proposals must be delivered to the California Institute of Technology/Jet Propulsion Laboratory (JPL) Visitor Control Center, at 4800 Oak Grove Drive, Pasadena, Building 249, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m. and 4:30 p.m. (proposals are due at the time and date stated on the cover of this RFP).



2.4 Facsimile Proposals

Facsimile proposals will not be accepted.

2.5 Electronic (e-mailed) Proposals

Electronic (e-mailed) proposals will not be accepted.

3.0 GENERAL INFORMATION

3.1 Proposal Preparation and Related Costs.

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

3.2 Data.

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

"Data contained in pages _____ of this proposal furnished in connection with RFP No. J1T568179 shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL's right to use or disclose any data obtained from another source without restriction."

3.3 Requests for Clarification/RFP Addenda.

During the proposal preparation period, all requests for clarification and/or additional information, must be submitted in writing to the individual referenced by "Attention:" on the cover page of this RFP. These requests may be sent via email to Linda.J.Clifton@jpl.nasa.gov or by facsimile to (818) 354-0816 attention of Linda Clifton. When appropriate, responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers in writing as addenda to the RFP. (NOTE: You must include reference to all addenda on your Acknowledgment to this RFP [Attachment A-1].)

4.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

4.1 JPL determines that the late receipt was due solely to a delay by the U.S. postal service for which the offeror was not responsible. Timely postmark or receipt of



registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.

4.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.

4.3 No acceptable proposals are received in a timely manner.

NOTE TO PROPOSERS: If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

5.0 CONTRACT OPTION

The Specimen Contract contains an Option Article. However, option(s) will not be considered in the proposal evaluation for source selection purposes. For the purpose of source selection, JPL will evaluate proposals for the basic requirement only.

6.0 SOURCE EVALUATION AND SELECTION PROCESS

6.1 Source Evaluation.

Proposals will be evaluated in the areas described in Technical/Management Instructions. Price will not be scored however, price is a substantial factor in source selection for overall value but remains of lesser importance than the combined technical and management areas. JPL plans to make source selection based on the offeror whose proposal is determined to represent the best value to JPL. JPL's best value source selection is based on the following: If all offers, in the competitive range, are of approximately equal qualitative (technical and management) merit, JPL will select for negotiations the offer with the lowest price. However JPL may select for negotiations a contractor whose proposal offers a higher qualitative merit if the difference in price is commensurate with added value. Conversely, JPL may select for negotiations a contractor whose proposal offers a lower qualitative merit if JPL determines that the price differential between it and other offers so warrants. JPL will evaluate the proposals utilizing the following process:

- 6.1.1 Before issuing the RFP, JPL establishes specific criteria and their weighting for the evaluation. After receipt at JPL, the proposals are evaluated against the pre-set criteria outlined in Technical/Management Instructions.
- 6.1.2 Price proposals are reviewed for mathematical accuracy, rate application, price omissions, and price reasonableness. If the Buy American Act or rent free use of Government-furnished property applies, the prices will be adjusted as required for the purpose of evaluation.
- 6.1.3 Responsibility is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Contractor deemed to be non-responsible.
- 6.1.4 Competitive Range Determination



- 6.1.4.1 Results of the initial proposal evaluation are used to determine which proposals are within the competitive range (i.e., those having a reasonable chance of being selected for award). Proposals determined not to be within the competitive range are eliminated from further consideration, and the proposers are notified accordingly.
 - 6.1.4.2 JPL may, at its discretion, conduct limited communications with one or more proposer(s) for the purpose of determining whether the proposer should be included in the competitive range. Such precompetitive range communications may be conducted to enhance JPL understanding of proposal(s) and may be used to:
 - 6.1.4.2.1 Validate the proposed price; and
 - 6.1.4.2.2 Clarify omissions, ambiguities and uncertainties in the proposer's supplemental business/cost information; and
 - 6.1.4.2.3 Clarify relevant past performance information.
 - 6.1.4.2.4 JPL reserves the right to make a competitive range determination without conducting such communications. Further, JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.
 - 6.1.5 JPL may make source selection after the initial proposal evaluation or may conduct discussions with the proposers determined to be within the competitive range. The purpose of the discussions is to assist the evaluators in fully understanding each proposal by:
 - 6.1.5.1 Discussing those aspects of each proposal which contain omissions, ambiguities and uncertainties;
 - 6.1.5.2 Verifying and identifying strengths and weaknesses which could affect work performance;
 - 6.1.5.3 Verifying the validity of the proposed price; and
 - 6.1.5.4 Assessing the proposed personnel and the proposer's capabilities for performing the work.
 - 6.1.6 After discussions, JPL may request price proposal deltas in order to correct errors, omissions or ambiguities in the proposal. Only those deltas requested by JPL will be accepted. (NOTE: JPL will not request best and final offers (BAFOs).)
 - 6.1.7 Finally, the initial evaluation findings are reviewed and ratings are assigned which incorporate the results of the discussions and/or any price proposal deltas.
- 6.2 Selection Process.

The results of the final evaluation are submitted to the JPL Source Selection Official, who selects the Contractor(s) for negotiation.



JPL reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications) or to conduct oral discussions prior to making source selection.

7.0 EXCEPTIONS TO GENERAL PROVISIONS AND ADDITIONAL GENERAL PROVISIONS

JPL has made the determination that ANY exceptions to JPL's General Provisions and/or Additional General Provisions will render your proposal unacceptable.



VOLUME I – TECHNICAL/MANAGEMENT INSTRUCTIONS

This portion of the proposal instructions sets forth the requirements to be followed in preparing the non-price aspects of the Proposal. The following specific information must be included to permit an evaluation of your capabilities.

1.0 TECHNICAL/MANAGEMENT INSTRUCTIONS

The following specific information must be included in Volume I to permit an evaluation of your technical and management capabilities. This Volume should consist of three (3) parts.

	<u>Assigned Weights</u>
Part A - Operational Approach	500 Points
Part B - Management Approach	350 Points
Part C - Related Experience	150 Points

2.0 Part A - OPERATIONAL APPROACH

2.1 Understanding of the JPL JIT Concept

Describe the JPL JIT process as you understand it, based on the information provided in the Specimen Contract's Statement of Work (SOW), and Exhibit IV, JPL JIT Operational Concept Document. Provide separate flow charts to document the following:

- 2.1.1 The JPL JIT process,
- 2.1.2 your internal administrative process, and
- 2.1.3 your interface to the JPL JIT process.

2.2 Approach to Satisfy Delivery Requirements

- 2.2.1 Describe your approach for meeting the specified packaging, labeling and delivery requirements as stated in the Specimen Contract, Article 1. SOW, Exhibits VI and VII, JPL JIT Bar Code Specification and JPL JIT Product Packaging and Delivery Instructions, respectively.
- 2.2.2 Provide a plan and schedule of how you will meet the three (3) day delivery requirements specified in Article I, 1.8.1 of the Specimen Contract. Specify any problem areas with thorough explanations.
- 2.2.3 Provide specific information on the number of vehicles and qualified personnel that will be used in support of this effort along with a comprehensive back-up delivery procedure. If items will be delivered via a common carrier (s), indicate your preferred carrier name(s) and describe their package tracking procedure.



2.3 Approach for Ensuring Product Availability

- 2.3.1 Describe your ability to access the items necessary to fulfill the product requirements under the Proposal Cost/Price Instructions – Volume II, 1.0 (Exhibits I, II & III). Indicate any items you cannot provide and fully explain why you cannot provide those items.
- 2.3.2 Discuss in detail how you will stock JPL's specific requirements (your stocking commitment). Describe the warehouse which will be utilized to house JPL's requirements.
- 2.3.3 Describe your approach and time frame for providing JPL with delivery of all new products proposed for addition to the on-line catalog, as specified in the Specimen Contract, Articles 1 and 3, Statement of Work and Price and Payment.
- 2.3.4 If heavy reliance is expected to be placed on wholesalers/distributors, indicate which companies are expected to be used, your business relationship, the percentage of business you do with them, their locations and their inventory depth and breadth. Describe how you will monitor the wholesalers/distributors in terms of quality control, transportation, and packaging control. Provide historical data, for the last six (6) months, on your average delivery time to you from your primary wholesalers/distributors.

3.0 Part B - MANAGEMENT APPROACH

3.1 Implementation Plan

- 3.1.1 Describe in detail, your Implementation Plan for conducting this effort. Your plan should show how the performance and delivery schedules of the Specimen Contract will be met. It should reflect the necessary steps for successful implementation of the JPL JIT System within the start-up time frame (e.g. set-up of facilities, hook-up of phone lines, hiring/training of personnel, how the material releases are to be entered and managed, etc.). The implementation plan should identify and discuss any proposed changes to your existing internal administrative systems.
- 3.1.2 Discuss any additional services and capabilities that will facilitate implementation of the JIT system. Include a provision for rapid resolution of technical and schedule problems that may develop.
- 3.1.3 A milestone schedule including planned dates for the accomplishment of each major task and sub-task must be provided.

3.2 Management and Key Personnel

- 3.2.1 Provide a complete organizational chart of all employees that will be associated with the JPL JIT Contract. Describe the organizational structure, lines of authority and communication and the staffing plan for implementation of the requirements of this Contract. List all staff involved and their duties. Describe management's command of the resources (i.e. personnel, finances, facilities, etc.) necessary for contract performance.
- 3.2.2 If heavy reliance is expected to be placed on wholesalers/distributors, also indicate their key personnel who will be involved in implementing JPL's



requirement and describe the integration of wholesalers/distributors personnel into your company's JIT organizational structure, lines of communication, authority, and staffing plan.

- 3.2.3 Describe your approach for supplying the JPL Subcontract Manager (SM) and Catalog Administrator (CA) with product information, as required by the SOW. In addition, describe in sufficient detail any additional innovative services not included or outlined in the SOW.
- 3.2.4 Provide the following information on key personnel who will have Technical, Management and Contract operations responsibilities within the JIT organization.
 - 3.2.4.1 Job Titles
 - 3.2.4.2 Management Experience
 - 3.2.4.3 Technical Experience
 - 3.2.4.4 Experience with EDI/JIT types of systems
 - 3.2.4.5 Authority and responsibility
- 3.3 Product Management Approach:

Describe your approach to keeping yourselves and JPL apprised of new and discontinued product information within the market. Describe how you will propose to communicate information about new and discontinued items to the JPL SM and CA in a timely manner. This plan should clearly address your sources for obtaining the necessary industry-related information, in addition to your plans for disseminating this information effectively at JPL.
- 3.4 Contingency Planning:

Describe your contingency plan and detail the following in the context of the Specimen Contract's Delivery or Performance Schedule Requirements (Article 2):

 - 3.4.1 How lost or late deliveries are handled.
 - 3.4.2 Back-up plan or system for down-time of the Electronic Data Interchange acquisition system between JPL and the Contractor.
 - 3.4.3 How delivery discrepancies for shortages/overages, incorrect items, exchanges and damaged items are handled internally.
 - 3.4.4 Describe your procedures for handling mis-shipped or erroneously documented materials.

4.0 Part C - RELATED EXPERIENCE

Provide a concise discussion of both past and present corporate experience on requirements similar to those described in this RFP. Specifically include in your discussion, to the extent that it is applicable, any experience gained from recent or on-going efforts, or specific proposed personnel in the area(s) of EDI, bar coding, JIT delivery agreements, etc., and your ability to meet customer requirements. Identify all relevant contracts in the last three (3) years and provide:

- 4.1 Contract number, Company, and dollar amount.



- 4.2 Contact name, address, telephone number and email address, if any.
- 4.3 Description of effort performed and approximate volume of items delivered per year.
- 4.4 Specific type of experience gained.

5.0 PAST PERFORMANCE – Attachment A-14

The information submitted in response to Paragraph 4.0, Related Experience, above, will be separately utilized by JPL to assess your past performance on similar recent contracts. Your technical, schedule and cost performance will be evaluated. Any mitigation circumstances outside of your control will be considered.



VOLUME II – PROPOSAL PRICE/COST INSTRUCTIONS.

This portion of the proposal instructions outlines the requirements to be followed in preparing your fixed-price cost proposal, supporting cost data, and supplemental business/cost information.

1.0 PROPOSAL PRICING – MSRP LESS FIXED PERCENTAGE DISCOUNT

Article 3, Price and Payment, of the Specimen Contract details the pricing methodology for using Manufacturer Suggested Retail Price (MSRP) Less Discount.

In preparing your proposal the JPL Price for items shall be based on the current MSRP less a fixed percentage discount per manufacturer or per category/product family group. The columns filled out in the Pricing Model Chart 2.5 must be consistent with the data proposed in the JPL Exhibits. Exhibit 1 for Chemicals; Exhibit II is for Laboratory Supplies; Exhibit III is for Critical Environment Supplies. The estimated usages, in units purchased are provided on the Excel spreadsheets and include the manufacturer, description of the product, and quantity ordered. The represented usage is from January 1, 2002 – January 1, 2003. The prices featured in the proposed pricing will be extended (multiplied) against the usage numbers to obtain a total market basket price that will be used in evaluating the total proposal. These quantities are provided as information to assist in the preparation of your price proposal for the basic requirement. ***However, these quantities do not reflect any commitment from JPL for future orders.***

- 1.1 Your proposal shall include the information detailed below, input your response to the Exhibits in the Microsoft Excel spreadsheets provided to JPL on a CD disc and print a completed hard copy for attachment to your proposal and duplicate as required. *Omission of the CD and/or hard copy file may render your proposal non-responsive.*
- 1.2 Upon completion of the Exhibit pricing, part numbers, delivery days (Complete Columns entitled: Category/Family; New Vendor p/n; MSRP; Discount; JPL Price; and Delivery Days), initial the right corner of each page of the spreadsheets. In the event of any price discrepancy between the signed, original hard copy of the Exhibits and the electronic data returned on the disc, the signed, original hard copy shall prevail.
- 1.3 Quote each price as a unit measure of one (1) per the unit of measure as specified on the Exhibits. (i.e. one Box (BX), one Case (CS), one Each (EA) etc.)
- 1.4 Any items not priced should be explained. For any item not priced, the highest unit price received for that item from other offers will be used to arrive at the total overall proposal price. Price assignment for any items not priced are for evaluation purposes only and not contractual.
- 1.5 Any priced item(s) which cannot be provided within the three (3) day delivery requirements must be clearly identified on the Exhibits with an indication of an alternate delivery time.
- 1.6 The manufacturers called out are based on previous JPL usage of this type of product offering, and will be used as an evaluation method of price comparison from different offers. During negotiations, however, alternative products may be suggested and added to the Contract. JPL,



in its sole discretion, shall determine the acceptability of any item offered as a substitute and any discount(s) provided will also apply to the substitute item(s) throughout the term of the Contract.

2.0 PROPOSAL PRICING - MSRP LESS FIXED DISCOUNT

2.1 MSRP, Published Catalog Price, or Price Schedule List

Pricing for this effort will be based on Manufacturer's Suggested Retail Price (MSRP), hereinafter referred to as "List Price". When MSRP is not available, a published price list or third party will be used. Clearly identify any items that do not have an associated List Price.

2.2 Fixed Percentage Discount

The proposer shall provide a fixed percentage discount off the List Price for each manufacturer or category/product family group shown on Exhibits I, II & III for all products listed.

2.3 JPL Unit Price

The proposer shall provide JPL with the unit price using the following formula:

$$\text{MSRP} - \text{Percentage Discount} = \text{Unit Price}$$

The Unit Price shall be inclusive of all transportation, packaging, handling charges, indirect costs, profit, overhead, burden, and all other services required by Article 1. Statement of Work or as outlined in your proposal.

2.4 JPL Extended Price

The extended price for proposal evaluation purposes shall be calculated automatically within the JPL provided spreadsheet using the following formula:

$$\text{JPL Unit Price} \times \text{Usage} = \text{Extended Price}$$

2.5 The proposer shall provide breakdowns either by manufacturer or product category/group in Exhibits I, II & III spreadsheets. ***The following is an example summary:***

Manufacturer	% Discount
3M	0.30
Brinkman Instruments	0.45
Kimberly-Clark	0.26
Norton Performance Plastics	0.30
Texwipe	0.25

Fixed discounts by either manufacturer or product group will be used for the term of the Contract and incorporated into Article 3. Price and Payment. JPL will reserve the right to review the discounts annually and request changes as appropriate.



For products without an MSRP the proposer shall provide supporting documentation, such as the manufacturer's published price list or catalog, supporting the MSRP provided.

For new products supplied by new manufacturers, unit price shall consist of the manufacturer's suggested retail price less the minimum fixed percentage as proposed for that manufacturer(s). JPL will reserve the right to review the new manufacturer's fixed percentage discount annually and request changes as appropriate.

Note: A manufacturer/category of "0" shall indicate no discount is intended. The JPL Price will be the same as the List Price. If this were the case, the proposer would enter zero (0) into the discount column of Exhibits I, II & III.

2.6 Supporting Cost Data

Proposers shall provide copies of all applicable Price List(s) such as a copy of your published catalog or manufacturer's price list, as defined in paragraph 2.1 above, for all items with an estimated usage of 1 or more.

2.7 Product Category Groups

If the Proposer elects not to provide fixed percentage discount by manufacturer, then the Proposer must provide a fixed percentage discount per product category group of similar attributes. Products may be grouped at the Proposer's discretion (i.e. geographical location of manufacturer/distributor, product classification or delivery schedule) and product categories should be kept to a minimum.

Provide a summary indicating the product manufacturer, category description, and fixed percentage discount. In addition, provide and include manufacturers, category descriptions and fixed percentage discount for any additional manufacturers not currently specified in Exhibit I, II and III. Example:

<u>Manufacturer</u>	<u>Category Description</u>	<u>Fixed Percentage Discount</u>
Mfg Name	Glassware	xx %
Mfg Name	Apparel	xx %
Mfg Name	Filter	xx %
Mfg Name	Pipets-Pipettors	xx %
Mfg Name	Brushes	xx % and so forth

For new products supplied by manufacturers not currently listed in Exhibit I, II and III, unit price shall consist of the manufacturer's suggested retail price (MSRP) less the minimum fixed percentage discount of TBD% for the item(s). JPL will reserve the right to review the new manufacturer's fixed percentage discount annually, and request changes as appropriate. This JPL price shall include transportation to JPL, packaging, handling charges, all profits, overhead and burden expenses, and all services required by Article 1, Statement of Work.

3.0 PARTIAL PAYMENTS



Partial Payments will not be allowed under this Contract.

4.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

4.1 Financial Statement

Submit copies of your annual financial statements for the past three (3) years and other information as necessary to prove financial capability. This information should include:

4.1.1 List of bank references and established line of credit.

4.1.2 Additional financial resources required to perform the proposed contract.

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

NOTE TO PROPOSERS: Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked ☒.

GROUP A - Complete and return as part of your quotation/cost proposal, as applicable:

Attachment Number	Title and Form Number
<input checked="" type="checkbox"/> A-1	Acknowledgment (form JPL 2384)
<input type="checkbox"/> A-2	Cost Accounting Standards (form JPL 2842)
<input type="checkbox"/> A-3	Government Property Questionnaire (form JPL 0544)
<input type="checkbox"/> A-4	(RESERVED)
<input type="checkbox"/> A-5	(RESERVED)
<input type="checkbox"/> A-6	Notice of Total Small Business Set-Aside (form JPL 4022)
<input type="checkbox"/> A-7	Notice of Total Small Business Set-Aside - Modified (form JPL 4023)
<input type="checkbox"/> A-8	(RESERVED)
<input type="checkbox"/> A-9	(RESERVED)
<input type="checkbox"/> A-10	(RESERVED)
<input type="checkbox"/> A-11	(RESERVED)
<input type="checkbox"/> A-12	Foreign Acquisitions - Certification of Eligibility for Exemption from/Certain JPL General Provisions, Additional General Provisions, and Certifications (form JPL 2881)
<input type="checkbox"/> A-13	(RESERVED)
<input checked="" type="checkbox"/> A-14	Past Performance (form JPL 0358)
<input type="checkbox"/> A-15	Cost Element Breakdown (form JPL 0549)
<input type="checkbox"/> A-16	Determination of Lowest Overall Price - Time-and-Material Proposals (form JPL 0359)
<input type="checkbox"/> A-17	Determination of Lowest Overall Price - Labor Hour Proposals (form JPL 0363)
<input type="checkbox"/> A-18	Determination of Lowest Overall Price - Labor-Hour Proposals to JPL-Provided Rate Ranges (form JPL 0364)
<input type="checkbox"/> A-19	Cost Elements Breakdown (Short Form) (form JPL 0549-1)

GROUP B - For information only:

**Attachment
Number****Title and Form Number**

- ☐ B-1 Waiver of Rights to Inventions (form JPL 62-301)
- ☐ B-2 Summary Work Breakdown Structure (no form number)
- ☐ B-3 Notice to Offerors (form JPL 2843)
- ☐ B-4 Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844)
Patent Agreement (form JPL 1929)
- ☐ B-5 Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
- ☒ B-6 Requirements for A Subcontracting Plan (form JPL 0294)
- ☐ B-7 Security Requirements for a Classified Contract (form JPL 2891)
- ☐ B-8 Notice of Requirement for Affirmative Action to Ensure Equal Employment
Opportunity(Executive Order 11246) (form JPL 2899)
- ☐ B-9.1 Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease
Facilities (form JPL 2896)
- ☐ B-9.2 Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease
Facilities – Alternate (form JPL 2896-1)
- ☐ B-10 Certificate of Current Cost or Pricing Data (form JPL 2496)
- ☐ B-11 Standards of Conduct and Procedures for Handling Contractor Personnel Problems,
Discipline,
and Separation (form JPL 4412)
- ☐ B-12 (RESERVED)
- ☐ B-13 Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
- ☐ B-14 Billing Instructions – Cost Type Contract (form JPL 2716)
- ☐ B-15 Billing Instructions – CREI Contract (form JPL 2717)
- ☐ B-16 Billing Instructions – Labor-Hour/Time-and-Material Contract (form JPL 2718)
- ☒ B-17 JPL Contractor Safety and Health Notification (form JPL 2885)